

## Edith B. Ford Memorial Library

### COMMUNITY ROOM POLICY

The Edith B. Ford Memorial Library Community Room is available free-of-charge on a first come, first serve basis to groups primarily serving the needs of the community, such as educational and literacy groups, civic betterment organizations, cultural and artistic groups and other groups that are not excluded below.

Groups wishing to reserve the Community Room are to be referred to the Library director or her designee for approval. Dates are not to be posted without approval.

Groups using the Community Room must be agreeable to the fact that during Library hours, other Library patrons will very likely be using the part of the collection housed on the lower level. These patrons will be encouraged to cause minimal distraction to the group meeting and activities.

Library events have priority and the Library reserves the right to cancel advance reservations in favor of Library programming with 35 days notice.

A group can use the room a maximum of 12 times a year, or at the discretion of the Library director.

The Community Room **may not** be used for:

1. Fundraising purposes. However, planning and training for fundraising by recognized community service agencies is permitted.
2. Programs involving the sale, advertising or promotion of products or services.
3. Organizations charging for attendance. Exceptions may be made by the Library director or her designee for meetings sponsored by approved non-profit groups
4. Partisan political meetings or events (e.g. political rallies and demonstrations, promotion or endorsement of political candidates). Organizational meetings are allowed.
5. Religious or philosophical/motivational groups that wish to hold services, ceremonies, prayers or events to recruit new members.
6. Social functions such as showers, birthday parties, card parties, etc.

*The Edith B. Ford Memorial Library commits itself to serving all persons without regard to race, color, sex, religion, age, marital status, national origin, disability, ex-offender status or sexual orientation.*

The Library director or her designee reserves the right to refuse the use of the room whenever such use does not conform to these policies.

This policy approved by the Board of Trustees August 19, 2008

## COMMUNITY ROOM AGREEMENT

Groups are welcome to serve light refreshments. Advance notice must be provided if food-catering services will be used.

Alcoholic beverages are not allowed.

The Library does not supply utensils, dishes or paper products.

The Community Room and kitchenette must be left clean and in the same set-up as found. All waste and recyclables must be removed from Library premises.

Smoking is not allowed in any part of the Library.

Use of the Library Community Room is restricted to the hours when the Library is open, and the room must be cleaned and vacated by 10 minutes before closing time. Special arrangements must be made with the Library director to use the Community Room after regular Library hours.

Any group using the Community Room will be held responsible for:

- a) All losses incurred by the Library as a result of such use.
- b) Any physical damage to Library property resulting from such use.

To the fullest extent permitted by law, the undersigned agrees to defend, pay on behalf of, and hold harmless The Edith B. Ford Memorial Library against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from The Edith B. Ford Memorial Library, its elected and appointed officials, employees, volunteers or all others working on behalf of the Edith B. Ford Memorial Library by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out to the alleged negligence of The Edith B. Ford Memorial Library and/or in any way connected or associated with this contract.

Signing of this policy constitutes an agreement by the undersigned to adhere to the rules of the Community Room Policy and to ensure that no member of the group violates the rules set forth.

Date(s) of use \_\_\_\_\_

Time of use \_\_\_\_\_

Signed \_\_\_\_\_ Phone number \_\_\_\_\_

For \_\_\_\_\_ Date \_\_\_\_\_  
(Group Name)